



From the
Dean of Academic Services
and the
Dean of Technical/Occupational Services

August 26, 1992

Vol. 3, No. 1

ASSET APPEALS INFO

Recently, Jim Purcell did a "quick review" of the results when students challenge their ASSET placement. The data consisted of 54 ASSET challenges. 31 (57%) did not succeed; 23 (43%) did. The scores tended to remain within 1-4 points of each other on the two ASSET exams.

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POSTSECONDARY ADVISORY
COMMITTEE ON POLICY MATTERS
SELECTED

The following individuals were selected in the recent elections to serve on the Postsecondary Advisory Committee on Policy Matters.

Community College Presidents:

Gary Branch, Faulkner St
Julius Brown, Wallace, Selma
Sandra McLeod, Jeff Davis

Junior College President:

Charles Pendley, Northeast

Technical College President:

Murry Gregg, Ingram St

Community College Administrators:

Jeannie Ard, Faulkner St
Lora Conrad, Northwest
Carl Evans, Calhoun

Junior College Administrator:

Alan M. Nichols, Enterprise

Technical College Administrator:

Joseph "Milt" Mulder, Ingram

Community College Instructors:

Bob Hall, Jeff St
Jim Jolly, Shelton St
Bob Taunton, Central Alabama
Gary Wolfskill, Northwest

Community College Instructors-Tech:

Judy Dawson, Jeff St
William Harold George, Bishop
Alden Porter Thigpen, Shoals

Junior College Instructor:
Elizabeth Andress, S. Union

Technical College Instructors:

Johnny Gaither, Ingram
Shirley K. Rose, Patterson

Comm College Support Reps (Acad):

Linda King, Faulkner
Doris White McDonald, Jeff St

Comm College Support Reps (Tech):

Georgia L. Banks, Bishop
Helen Bowman, Faulkner

Junior College Support Rep:
Lawrann Cheeseman Gamble,
Enterprise

Technical College Support Rep:
Gene Bridgman, Ingram

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MORE ON THE
SPRING QUARTER GRADE DISTRIBUTION

The information that was published in the previous Newsletter regarding the grade point distribution is somewhat misleading because, e.g., an "A" given in a one-hour karate class counts the same as an "A" given in a five-hour calculus class.

A more meaningful picture of the grade point distribution, perhaps, is found if the information is broken down by discipline. Paul Sellers of the Data Processing Department graciously agreed to provide such a breakdown. The table that follows comes from the material which Paul provided.



Grade Point Distribution of Selected Disciplines
Spring Quarter 1992

Discipline	%A's	%B's	%C's	%D's	%F's	%WP's	%WF's	%AU's	%U's	%S's
ACR	47	28	8	4		4		9		
ART	34	21	8	4	7	9		16		
AST	33	21	15	5	8	18				
AUM	3	35	32	3	25				2	
BIO	9	23	30	7	5	25				
BUS	22	28	20	5	4	21	1			
CAB	39	55						5		
CHM	23	28	17	4	3	25				
CIS	20	20	19	5	11				1	
CNC	39	21	6	3	10	21				
COS	30	24	20	6	8	12				
DDT	51	26			5	10			8	
DEM	59	25	8	6		2				
DPT	58	9	1		6	18	1		7	
ECO	20	18	26	15	7	14				
ELT	49	32	9	3	3	3				
ENG	10	15	15	4	6	17			1	12
HEC	31	29	12	9	1	18				19
HED	32	32	8	4	5	16			4	
HIS	18	12	19	11	16	21	1		1	
ILT	34	20	23	8	6	7	2		1	
LBS	44	12	4	1	23	16				
LPN	40	40	10	4	3	2				
MTH	8	7	8	3	6	26	1			
MTT	45	35	6	6	2	3			2	
MUE	69	6				22	3			
MUP	56	21			6	6			12	
MUS	64	14	5	1	3	10			2	
NAS	48	26	7			18				2
NUR	2	46	46			4				
OAD	24	27	10	2	10	21			7	
ORT	100									
PED	64	18	4		2	10			6	
PHL	13	31	28	3	7	18				
PHY	14	32	25	11		18				
PSY	18	20	25	8	7	20	1			
REC	76	12	4			8				
REL	24	24	18	4	10	18			4	
SOC	19	37	19	3	7	16				
SPA	53	20	8	2	2	12			4	
SPH	19	31	17	4	4	21	3			
THR	51	27	4		2	13			2	
TRK	75					25				
WDT	14	39	16	6	9	4		13		

English and Math with U and S grades Removed

ENG	15	22	21	6	9	24		1	2	
MTH	13	12	14	5	10	44			1	



PAYDAYS 1992-1993

Paydays for 1992-1993 are as follows:

1992

August 31
September 30
October 30
November 30
December 18

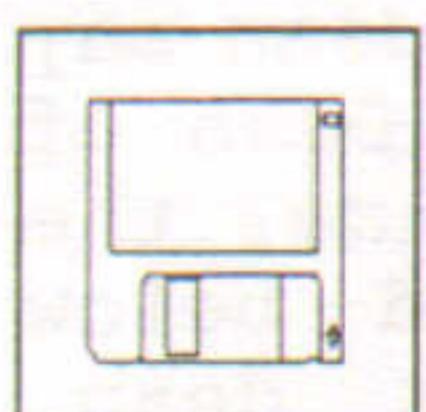
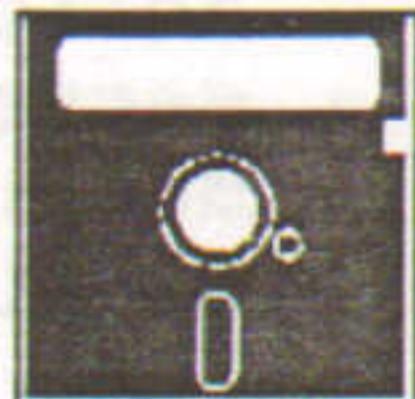
1993

January 29
February 26
March 31
April 30
May 31
June 30
July 30
August 31

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SOFTWARE RECOMMENDED

The Computer Planning Committee has recommended that the Shelton State adopt **WordPerfect, Lotus, and dBase** as its official software for administrative use. The Administrative Staff has approved this recommendation along with another regarding the establishment of classes to train personnel in the use of these three software programs.



Details of implementing these recommendations are being worked out and will be communicated to the faculty and staff when completed.

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CREATIVE WRITING STUDENTS

WIN AWARDS

Four Shelton State students won awards in the 1991-1992 Alabama Writer's Conclave contest held at the University of Montevallo August 5-7. All of these students were

members this year of the creative writing class conducted by Ric Dice.

Sally Kramer won First Place in the children's short story competition with "The Constant Little Star".

Deryl Barnhill gathered two Third Place Awards, one for "Chinaberry," a story in the Short Story: Alabama Background category; the other for "Takeover," an article in the Alabama Background category.

Rose Marie Stutts won First Place for her play "The Ultimate Puppet," Second Place for "Adopted Choctaw," in the Alabama Literary Personality category; Third Place for her short story "A Mind That Believes"; a Merit Award for her haiku "Golden Threads of Rain"; and a Merit Award for her article "Mowa Choctaw".

Hazel Brough won a Merit Award for "Hudson Strode" in the Alabama Literary Personality category and a Merit Award for her article in the Alabama Background category.

Congratulations to these students and to Professor Dice.



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ACADEMIC MISCONDUCT POLICY

ADOPTED

The following is the full Academic Misconduct Disciplinary Policy which has been adopted for the College. It is to be implemented immediately.

**ACADEMIC MISCONDUCT
DISCIPLINARY POLICY**

This policy applies only to those violations of the Shelton State Community College student conduct regulations relating to academic

Academic Misconduct Policy (cont.)



dishonesty as defined below. All other violations of the SSCC student conduct regulations continue to be governed by the previous policies and procedures as published in the college catalog.

A. Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty.

"Academically-related" includes all instructional facets of the college, i.e. adult basic education, developmental education, transfer education, occupational/technical education, continuing education, and training for business and industry.

Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

1. Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information.
2. Plagiarism--representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own. (See 1991-1993 College Catalog, p. 19, for further explanation of plagiarism.)

3. Misrepresentation--falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

B. Penalties for academic misconduct can range from a reprimand to suspension from the College.

C. A course instructor (or any other person) who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the proper instructional dean (either Dean of Academic Services or Dean of Occupational/Technical Services, hereafter referred to as the dean). The instructor (or other person) will take no other action in the matter until a decision has been reached by the dean.

D. The dean will discuss the circumstances involved with the course instructor (and/or other appropriate persons) and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred. (If the case involves misrepresentation, as defined above, the instructional dean may refer the matter to the Dean of Students. In such instance, the same procedure described below shall be followed, the dean, then, referring to the Dean of Students.)

E. If the dean concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the dean will arrange a conference with the student. This conference shall take place



Academic Misconduct Policy (cont.)

within fourteen working days (or as soon thereafter as may be practical) of the dean being notified of the possible academic misconduct.

F. Prior to, or in conjunction with, arranging this conference, the dean shall

1. provide the student with a copy of the Academic Misconduct Policy; and
2. shall provide the student with notice in writing that an issue of possible academic misconduct involving the student exists, such notice to contain a description of the academic misconduct which the student has been alleged to have committed; and
3. shall call the attention of the student to the following provisions of the Academic Misconduct Policy:

At an academic misconduct conference or hearing,

- a. The student is not required to make any statement at all regarding the matter under investigation.
- b. The student may make a voluntary statement if he (or she) chooses.
- c. The student has a right to present any evidence, supporting witnesses, and other information.
- d. The student has a right to be advised by anyone of his (or her) choice. The advisor may only consult with the student

however; the advisor may not speak at the conference. If the student is advised by legal counsel, however, the student must notify the dean of that fact at least five working days in advance of the conference or hearing so that College legal counsel also may be present at the conference or hearing. College legal counsel may not speak at the conference or hearing but may advise the dean and/or other College officials.

G. At the conference, the dean may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the dean, but the dean shall make the decision.

H. At the conclusion of the conference, one of three steps will be taken by the dean:

1. the matter will be immediately dismissed if in the judgment of the dean the evidence presented is not convincing proof that the student engaged in an act of academic misconduct. The student shall be informed in writing that the matter has been dismissed and that no further action. There is no appeal of a decision of immediate dismissal by the dean; or
2. if the student makes a voluntary written admission that he (or she) committed the alleged academic misconduct, a penalty will be imposed by the dean. In case of a voluntary written



Academic Misconduct Policy (cont.)

admission of academic misconduct, the dean shall be able to impose the full range of penalties as described in section B above. The student will be given written notice of the penalty to be imposed within three working days after the conclusion of the conference; or

3. if the matter is not dismissed and the student does not make a written admission of academic misconduct, the dean shall, within ten working days, decide if the student is to receive a penalty for academic misconduct, shall impose that penalty, shall notify the student by certified mail of the penalty to be imposed. The dean shall have the right to impose the full range of penalties as described in section B above.

(In cases both of voluntary admission of academic misconduct and of the dean's decision that academic misconduct has occurred, the dean will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The dean, however, is not obligated to follow the instructor's recommendation.)

I. The student also shall be notified--in the same certified mail--that he (or she) has fifteen (15) working days from the date of the mailing of the dean's decision to appeal that decision. No penalty will be imposed until:

1. there is a failure to file a timely appeal, or
2. a decision on the appeal has been reached.

J. The dean's decision may appealed to the Vice President. (If the College does not have a Vice President at the time of the appeal, the appeal shall be to the President.)

K. The appeal must be based on substantive grounds such as gross procedural errors, new evidence, or inconsistencies in the penalty assigned.

L. When the appeal is received by the Vice President, the Vice President shall hold a conference with the student and other concerned parties to discuss the reasons for the appeal. The Vice President has the right to deny the appeal and if the Vice President denies the appeal, the appeal process will end. The Vice President shall notify the student in writing that the appeal has been denied and shall give the student an explanation for that action.

M. If the Vice President decides that the appeal is to be heard, the Vice President shall convene a panel for that purpose. This panel shall hear the appeal within thirty working days of the receipt of the appeal in the office of the Vice President. The panel shall consist of a person designated by the Vice President, a person designated by the Dean of Students, and a member of the faculty designated by the chair of the Standing Committee on Curriculum, Instruction, and Learning Resources. The faculty member must come from the instructional



Academic Misconduct Policy (cont.)



division in which the academic misconduct occurred. Neither the Vice President nor the dean of the instructional division where the academic misconduct occurred may be designated as members of the appeal panel. (If the academic misconduct is such that it is handled by the Dean of Students as described in Section D above, the Dean of Students shall not appoint a member of the appeal panel, and the Vice President shall instead ask either the Dean of Academic Services or the Dean of Occupational/ Technical Services to make said appointment.)

N. The hearing by the appeal panel is an administrative hearing and the proceedings will be informal rather than those use in courts of law. The panel may hear such evidence and witnesses as its deems appropriate. The rights of the student before the appeal panel are the same as those as in the conference with the dean, including the right to be advised by whomever the student wishes.

O. The findings of the appeal panel will be reviewed by the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure has been followed. The President may order further proceedings in the case. The decision of the President in the matter is final and will conclude the process insofar as the College is concerned.

P. The President will give written notice of the final decision in the case to the student, and to the appropriate members of the staff of the college.



**STATEMENT TO STUDENTS
RE: DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 directs institutions like Shelton State to provide assistance to students with disabilities. In order to try to ensure that all students who wish assistance under this legislation get, faculty are asked to include the statement below on the syllabus you hand out in each class. If you have already prepared your syllabi for the Fall semester, please read this statement in each of your classes.

"Shelton State, in compliance with the Americans With Disabilities Act, will make every reasonable accommodation for students with special learning needs, including hearing impaired and visually impaired students and students with diagnosed learning disabilities, as well as other classifications of disability specified in the Act."

Students wishing assistance under the provisions of the American with Disabilities Act should contact the Dean of Students. The office of the Dean of Students is located on the Skyland Campus. The telephone number for the office of the Dean of Students is 391-2216."

TITLE III FUNDS AWARDED

The Title III Faculty Development Committee, at its August 6th meeting, selected those who would receive Title III faculty development funds during 1992-1993 for travel, projects, and modules.

Prior to granting travel requests from individuals, the Committee set aside \$4,100 to send faculty to the NISOD conference in the spring.



TITLE III Funds (cont.)

The selection of those who will attend the NISOD conference will be made later. Faculty interested in attending the NISOD conference should contact either Dean Howington or Dean Kynard.

The Title III Faculty Development Committee also set aside \$4,100 to send faculty to conferences related to Total Quality Management. The details of how these funds will be distributed have yet to be developed, but faculty members should be looking for conferences that focus on TQM or conferences that have sessions on TQM. Look especially for conferences, or conference sessions, on TQM and the two-year colleges.

The Committee also set aside \$3,000 for travel to other colleges, institutions which either have TQM in operation or which are involved in new campus planning.

The Committee distributed the remaining \$4,200 in travel funds first to faculty who had never traveled on Title III money and then to those who had traveled only once in previous years. Individuals receiving Title III travel funds Julie Bailey, Don Bell, Susan Cochran, James Logan, Mary Frances Pate, Marilyn Terry, and Susan Thomas.

The Committee had requests for funds for modules and projects that were three times the amount of money allotted to those activities. First consideration was given to module and project proposals from faculty who had not received Title III support in previous years.

The following proposals were funded:

MODULES:

Camille Cochrane: computerized

test bank for MTH 091.

Marsha Stock: video tape presentations on cat dissection and use of the microscope.

PROJECTS:

Steve Fair: an occupational awareness course to be used in all technical areas.

Joyce Robinson: instructional packets for adult health.

John Speights: a course in bearing and lubricant design.

Andrea Wallace: a lab manual for introductory chemistry.

Proposals submitted by Julie Bailey, Ronnie Guy, Jack Moore, and Linda Grote were given funds for supplies.

Finally, the Committee agreed that the Title III faculty development funds for consultants would be used during 1992-93 for TQM.

The members of the Title III Faculty Development Committee are David Cantrell, Gladys Hill, William Quimby, Bill Hogue, Rick Rogers, Hugh Kynard, Arthur Howington, and Joyce Jolly.

PART-TIME FACULTY ORIENTATION

Seventy-four members of the part-time faculty attended the one of the orientation sessions held prior to the opening of the fall semester. This is the largest participation that we have had in this important activity. And those who failed to attend one of these required session soon will be contacted individually about attending a make-up session.

Thanks go to those part-timers who made the effort and took time to attend the regularly scheduled sessions.

Thanks go also to President Umphrey who attended two of the sessions himself.